

SECRET

26 OCT 1961

Executive Officer/00/Contact Division

CIA Records Administration Officer

Records Disposition Schedule

1. Your revised records control schedule has been approved and is returned for application. Two copies are attached; one may be retained by the Area Records Officer and the other should be dispersed among the staffs and branches. We are also forwarding a copy to the Records Center.

2. The schedule covers a total of 1503 cubic feet of records of which 97% are evaluated as temporary. I would like, however, to call attention to item 36 for which no definite retention period is shown. As this item constitutes the bulk of your records (42%), consideration should be given to establishing a definite retention period as soon as practicable.

3. I am deeply concerned with the growing volume of records, both in headquarters offices and in the Records Center, for which no definite retention periods have been established. I feel that all Area Records Officers should endeavor to eliminate these indefinite instructions from their schedules, wherever possible.

4. We are grateful for the aid given by  in the preparation of this schedule. If further assistance is desired, please call me.

25X

25X



Enclosure

Rd.

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 25.041-61 for the Office of Operations, Contact Division-Headquarters is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

Approved:

25X

Total 15 pages  
977 lines  
2/10

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4		
	[REDACTED]	1.0	Individual documents to have same disposition as the files to which they relate.
2	<b>REFERENCE MATERIAL</b>  Consists of processed publications of the Division Manual, CIA Regulations and Notices and extra copies of monthly reports and memoranda. Maintained for immediate reference purposes. (Current)	1.5	Temporary. Destroy when obsolete or no longer needed for reference purposes.
3	<b>LIBRARY REFERENCE FILE</b>  Consists of books, directories, dictionaries, Who's Who and technical books obtained through the Library on an indefinite loan basis.	2.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
4	<b>COMMUNICATIONS CONTROL FILES</b>  These are records used to maintain control on the movement of T. S. classified material in accordance with Agency Security regulations. <ul style="list-style-type: none"> <li>a. T. S. logs (1958 to date)</li> <li>b. T. S. Destruction logs.</li> <li>c. T. S. Courier Receipts</li> <li>d. Document Receipts. Signed copies of documents receipts. (Form 38-16)</li> </ul>	.1 .1 .1 .1	Temporary. Disposal not authorized. Transfer to Records Center when no longer needed in current files area. Temporary. Disposal not authorized. Transfer to the Records Center when no longer needed in current files area. Temporary. Destroy after one year. Temporary. Destroy after two years. Transfer to Records Center annually.

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RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400040002-4

SCHEDULE NO. 1361

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**SECRET**

OFFICE, DIVISION, BRANCH

OFFICE OF OPERATION/Contact Division-Headquarters

SIGNATURE

TITLE

ITEM NO.

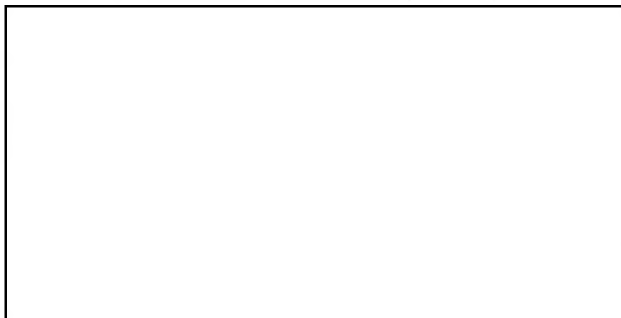
FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OFFICE OF THE CHIEF SUBJECT FILES



- a. Substantive and documentary type material.  
(1953-to date)
- b. Copies of reports, studies and projects which are current interest or personally handled by the Chief and his immediate Staff.  
(1958 to date)
- c. A chronology of daily activities of the Chief and Deputy Chief of the Division which constitutes the daily diary.  
(1959 to date)
- d. Extra copies of teletypes, chronos, and administrative type material which is retained for immediate reference. Official file copies are maintained elsewhere in the Division or in other offices of the Agency.

- 4.2 Permanent. Disposal not authorized. Cut off at the end of each year; transfer after one year to a holding file.
- 3.5 Temporary. Hold 2 years and review. Transfer and incorporate in a above when no longer needed (except that duplicate and reference material will be destroyed).
- .3 Permanent. Cut off at the end of each calendar year, retain in current files area for one year and transfer to the Records Center.
- .6 Temporary. Destroy when one year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	PROJECTS OFFICER'S WORKING FILES  Destroyed. File eliminated.		
6	NSCID-SUBCOMMITTEE FILES  These are records of the NSCID-7 Sub-Committee. They consist of agreement, coordination between and on Inter-Agency matters, background material for the Division and Agency regulations pertaining to committee matters. File is also maintained for the chairman of the Committee. Filed by Agency and regulation. (1953 to date)	.4	Permanent. Disposed not authorized. Retain in current files area indefinitely; transfer to the Records Center when no longer needed for current reference.
7	REGULATORY ISSUANCES  Consists of the historical background data on regulations for the Division and Office or material accumulated in coordinating Agency regulations. Files also contain complete history on progress of the Division and some special projects. Filed by Regulation number or Subject title.	.5	Temporary. Screen annually and destroy obsolete or superseded regulations.
8	REFERENCE PUBLICATIONS MATERIAL  File discontinued.		
9			
10	LIBRARY MATERIAL  Discontinued. Material returned to Library.		

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11		6.5	Permanent. Disposal not authorized. Cut off at end of each year. Retain in current files area 1 year and transfer to the Records Center.
11.1			

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RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4

SCHEDULE NO.

25.041-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Executive Officer

SIGNATURE

TITLE

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

12

WORKING FILES

These are the working papers and reference material accumulated by the Executive Officer

2.0

Temporary. Destroy when obsolete or no longer needed for current reference purposes.

material is filed in the Division Subject File (Item 1). Filed according to subject category.

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SCHEDULE NO.

25 041 61

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Executive Officer Administrative Staff

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

13

#### ADMINISTRATIVE SUBJECT FILES

Consists of correspondence, reports and form documents reflecting the administrative functions for the Division on matters pertaining to personnel, budget, finance, travel, communication, supply, space and related functions. File also reflects administrative support [redacted] Filed according to subject matter.  
(1958 to date)

4.0

Temporary. Destroy after two years. Cut off file at the end of each calendar year, retain in current files area for two years and destroy.

14

#### INDIVIDUAL PERSONNEL FILES

##### a. Employees Folders

Consists of individual personnel folders maintained on all Contact Division employees, [redacted] for administrative purposes. Folders contain copies of personnel actions, fitness reports, security clearances, training information and other papers relating to the individual. Files are essentially duplicated in the Official Personnel Files of the Agency. Filed alphabetically by surname.

8.0

Temporary. Destroy 6 months after separation of employee. Place in inactive file upon separation of employee. Retain in current files area for six months and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. Consultants File Individual folders maintained on consultants and W.A.E. employees. Contains employee agreements, correspondence, memos, and material reflecting production or employment matters. Maintained for administrative and budgetary purposes. Filed alphabetically by surname.</p> <p>c. Applicants File Contains lists of Agency employees who are interested in transferring to the Contact Division together with brief resume of employment history. Filed alphabetically by surname. (current)</p>	<p>.5</p> <p>.2</p>	<p>Temporary. Destroy 6 months after separation. Place in inactive file upon termination of contract. Retain in current files area for six months and destroy.</p> <p>Temporary. Destroy after 6 months. Cut off file at the end of 6 months; retain in current files area for 6 months and destroy.</p>
15	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF 4b "Employee Record Card" maintained on all OO/C personnel showing name, position, title, changes in assignment, and other pertinent information necessary for personnel administration within the Division. File is maintained for convenience and ready reference. Filed by T/O.</p>	.2	Temporary. Place in Individual Personnel folder upon separation of employee. Upon intra-agency transfer forward to gaining office.
16	<p>POSITION DESCRIPTIONS FILE</p> <p>Consists of copies of descriptions of all positions in the Divisions. Used in employment control and as reference material. Filed organizationally. (current)</p>	.1	Temporary. Destroy when position is abolished or description superseded.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4</p> <p>CHRONOLOGICAL FILE. (READING)</p> <p>Consists of extra copies of correspondence, memos and teletypes which are retained for reference purposes. (1959 to date)</p>	.2	Temporary. Destroy when one year old.
18	<p>BUDGET AND ALLOTMENT FILES</p> <p>These are documents relating to the preparation and submission of OO/C budget estimates and in accounting for allotted funds. Files reflect availability, commitment, obligation and expenditure of funds. Essential documents are substantially duplicated in the Office of the Comptroller. Files maintained by fiscal year. (1958 to date)</p> <p>a. Allotment Control Records, vouchers, monthly financial status reports.</p> <p>b. Division estimates, rough data and related background material accumulated in preparation of annual budget estimates.</p> <p>c. Forms, travel vouchers, accountings by individuals for advances, purchase orders, property authorizations, and other documents used as obligating documents and posted to allotment accounts of the Division. Filed by allotment number and fiscal year. (1959 to date)</p>	<p>1.0</p> <p>.8</p> <p>1.5</p>	<p>Temporary. Destroy after 4 years. Cut off file at end of each fiscal year, retain in current files area for three years and transfer to Records Center.</p> <p>Temporary. Destroy after one year. Cut off at end of each fiscal year; retain for one year and destroy.</p> <p>Temporary. Destroy after one year. Cut off at end of each fiscal year; retain for one year and destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4</div> <div></div> </div>	.0	Temporary. Destroy 2 years after audit. Cut off at the end of each fiscal year; retain in current files area for one year and transfer to the Records Center.
20	<p>EXTERNAL RESEARCH FILES</p> <p>These are the administrative files maintained on external research projects under contract. They contain copies of contracts, correspondence, expenditures and authorizations relating to the projects. Essential documents are duplicated elsewhere in the Agency but these reflect the administration of the contract. Filed by project and allotment number.</p> <p>(1949 to Date)</p>	.2	Temporary. Destroy 11 years after completion of project. Retire to Records Center 3 years after completion of project.

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RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4

SCHEDULE NO. 25 011 61

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Executive Officer, Index Branch

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

21

#### BRANCH SUBJECT FILE

Consists of copies of correspondence, reports various form records and machine listings which are accumulated for internal operation and general administration of the branch. Files include material relating to production reports, security, machine room procedures, records management, budget and fiscal matters, leave, training, and related surveys and studies. Essential material is maintained in Division Subject File. Filed by subject.  
 (1958 to date)

2.0

Temporary. Destroy after three years. Cut off files at the end of each year; retain in current files area two years (except that duplicate and reference material will be destroyed at the end of each year.

22

#### ACTIVITY REPORTS

These are production, work load and status reports used in analyzing the work performance and operations of the Division. Files consist of machine runs, prepared from IBM cards, and monthly computations. Filed chronologically by type of report.  
 (1955 to date)

a. Weekly reports - discontinued

b. Monthly reports.

.5

Temporary. Destroy after 5 years. Cut off at end of each year, retain in current files area for two years and transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4			
25	<p>REFERENCE PUBLICATIONS</p> <p>a. <span style="border: 1px solid black; display: inline-block; width: 250px; height: 20px; vertical-align: middle;"></span></p> <p>b. Copies of OCI Daily and Weekly Publications which had been routed throughout the Division for information and returned for disposition and reference purposes.</p>	.2	Temporary. Destroy after 1 month. Maintain one month level; destroy previous months supply.
26	<div style="border: 1px solid black; width: 350px; height: 150px; margin-bottom: 10px;"></div> <p>b. Extra copies of all memoranda relating to security clearances which are retained as a convenient reference. Filed chronologically. (1953 to date)</p> <p>c. Copies of teletypes. Discontinued.</p> <p>d. Machine listings of clearances received and requested from Security. Maintained for follow up purposes.</p>	2.5	Temporary. Destroy after one year. Cut off files at end of each year; retain in current files area for one year and destroy.
		1.5	Temporary. Destroy after 3 years. Cut off file at the end of each year; retain in
		.8	Temporary. Destroy when new listing is received.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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27	d. Machine listings of clearances received and requested from Security. Maintained for follow up purposes.  <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	.8	Temporary. Destroy when new listing is received.
28	CONTACT CLEARANCES  Consists of Form 123 or similar form reflecting contact clearances for various government employees. Clearances should be renewed annually. (1953-61)	1.5  6.0  .6	Temporary. Destroy when no longer needed.  Temporary. Destroy after 3 years. Screen file annually for security clearances more than 3 years old.  Temporary. Screen annually. Destroy when clearance not renewed or becomes obsolete.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4 SECRET		

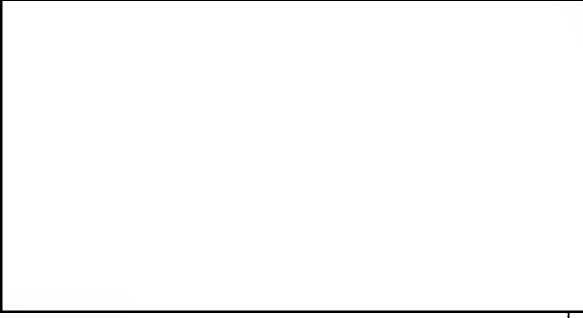
**SECRET**

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4

OFFICE, DIVISION, BRANCH			SCHEDULE NO.
00/C Index Branch Analysis Section			CONCURRENCE
ITEM NO.			SIGNATURE
FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)			TITLE DATE
VOLUME (CUBIC FT.)			DISPOSITION INSTRUCTIONS
29	ANALYSIS SUBJECT FILE.  Consists of correspondence, memoranda and form documents that are necessary for internal operation and administration of operating personnel. Files are duplicated in Division Subject File (Item 1). Filed by subject.	.1	Temporary. Destroy when one year old. Cut off at the end of each year; destroy one year later.
30		2.0	Temporary. Destroy when superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
31	Approved For Release 2005/11/21 : <del>SECRET</del> C150978-00487A000400040002-4		
		1.0	Temporary. Screen annually and destroy obsolete or material no longer needed.
		2.5	Temporary. Destroy when obsolete or superseded.
	LIBRARY MATERIAL.  Consist of registers, directories, atlases, Encyclopedia Britannica and other publications which are used for reference and research in analyzing reports.	40.0	Temporary. Return to CIA Library when no longer needed.

Approved For Release 2005/11/21 : ~~SECRET~~ C150978-00487A000400040002-4

RECORDS CONFIDENTIAL 2005/11/21 : CIA-RDP78-00487A000400040002-4

SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Index Branch, Coding Section

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

32 CODING ADMINISTRATIVE FILES.

Consists of memoranda, reports or other records that are necessary for internal operation and housekeeping activities of the section, such as, leave records, personnel, training, and other administrative matters. Filed by subject.  
(Current)

.1

Temporary. Destroy when one year old or when material no longer needed.

33 INDIVIDUAL AND ORGANIZATION CODING SHEETS.

Used to facilitate the preparation of machine record cards. Of primary concern is the individual's name, type of organization, source number, and specific subjects covered in the reports and other documents. Filed by source number.  
(1947 - To Date)

74.2

Temporary, Destroy when inactive for 5 years. Remove from active files when source or contact becomes inactive; hold for 5 years and destroy.

34 CARD INDEX FILE.

Consists of a 3x5 card index which is set up when section is notified to cancel a number previously assigned. Cancellations occur through mergers, duplications or when name spellings are changed. Used for reference purposes.  
(Current)

.3

Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
35	CODING WORKING FILES	1.0	Temporary. Destroy when obsolete or superseded.

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RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

25 Oct 61  
87A000400040002-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Index Branch, Message Center

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
45	DIVISION SUBJECT FILES  These are copies of all correspondence, memoranda and other message dispatched by the Division. One copy is retained and serves as a central reference file for the Division. Filed according to Agency Subject Manual. (1958 to date)	2.5	Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain for two years and transfer to the Records Center.
46	CHRONOLOGICAL READING FILE  Extra copies of correspondence received or dispatched by the Division. Filed chronologically and maintained for reference purposes. (1960 to date)	5.6	Temporary. Destroy after one year. Cut off file at the end of each year; destroy one year later.
47	COMMUNICATIONS CONTROL RECORDS  Records used to maintain control on the receipt, routing and dispatch of classified material. (1960 to date)		
	a. Couriers Classified Mail Receipt. <i>Maintained as a log. 8/6/61 R. Strain</i>	2.0	Temporary. Destroy after one year. <del>Cut off at the end of each year and destroy one year later.</del> <i>Maintain 12-month level then destroy. Per memo 1 Aug 62 odc R.D.</i>
	b. File and Routing Slips (Form 46 or equivalent). Used for locating and identifying documents. Filed organizationally and numerically thereunder.	4.0	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area one year and transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	c. Logs (Form 898a) used to record internal routing of material. Prepared by Printing Services Division.	2.0	Temporary. Destroy after <sup>1</sup> / <sub>year</sub> . Cut off at the end of each year; retain in current files area one year and transfer to the Records Center. <del>destroy.</del> 1/12/62 R.D.
		6.0	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area for one year and transfer to the Records Center.
	e. Document Receipts. Signed copies of document receipts maintained on material transmitted outside the Division especially to other Agencies.	1.0	Temporary. Destroy after 2 years. Cut off at the end of each year; retain for <del>one</del> years and transfer to the Records Center. <del>destroy.</del> per OO/C memo 1-22-62 R.D.
48	REFERENCE PUBLICATIONS FILE		
	These are copies of agency publications which are maintained as central reference copies for the Division. They include a complete set of the National Intelligence Survey, Gazeteers, and OCI Handbooks.	70.0	Temporary. Transfer to OCR Library in New Building then discontinue file in OO/C.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4		

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OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
TELETYPE UNIT		87A000400040002-4	
		CONCURRENCE	
		SIGNATURE	
		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
49	CHRONOLOGICAL TELETYPE FILE	3.1	Temporary. Destroy after 3 years. Cut off file at the end of 6 months; retain in current files area for 6 months and transfer to the Records Center.
50	REGISTERED DOCUMENT CONTROL FILES	.1	Temporary. Destroy when destruction of material listed has been accomplished.
		.1	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
			Temporary. Destroy after 1 year. Cut off at the end of each calendar year; retain in current files area 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4		
51			<p>.1 Temporary. Destroy after 6 months. Cut off file at end of each 6 months; retain in current files area for 6 months and destroy.</p> <p>.1 Temporary. Destroy after 2 years. Cut off file at end of each year; retain in current files area for 2 years and destroy.</p>
52	<p>MESSAGE NUMBERING LOGS</p> <p>a. Form 35-43 used to record incoming messages received, relay messages, date and number of words or groups in the message, and to assign control number to each message. Log is also used in preparing daily load report. Filed numerically. (1960-61)</p> <p>b. Outgoing Log. Form 35-43 used to control numbers assigned on outgoing messages. Indicates date and message sent, to whom, number of words, and control number assigned to message. (1960-61)</p>		<p>.1 Temporary. Destroy after 6 months. Cut off file at end of 6 months; retain for 6 months and destroy.</p> <p>.1 Temporary. Destroy after 6 months. Cut off file at end of 6 months; retain for 6 months and destroy.</p>
53	<p>REFERENCE MATERIAL</p>		<p>Temporary. Destroy when obsolete or no longer needed in accordance with existing O/C regulations.</p>
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4		



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SCHEDULE NO. 85941-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
57	CORRESPONDENCE SUBJECT FILES  File was screened when individual left and destroyed or incorporated elsewhere. File now eliminated.		
58	REQUIREMENTS CARD FILES  Eliminated.		
59	CONSULTANTS WORKING FILES  Eliminated.		
60	REFERENCE PUBLICATIONS  Eliminated.		
61	LIBRARY MATERIAL  Eliminated.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4</p> <p><b>SECRET</b></p>		
	<p>b. A 3x5 card index to the case files lists the case number, source, subject and date closed. Used for reference purposes. Filed numerically.</p>	.2	Temporary. Destroy after one year; screen annually and destroy cards when inactive for one year.
67	<p>PUBLICATIONS CONTROL RECORD</p> <p>a. Consists of a 5x8 card file which serves as an index to the publications [redacted] Information recorded on the cards includes the title of publication, consumers to whom distribution is made, [redacted] and requirement number. Cards are used for fulfilling requirements, to avoid duplicate collections and for reference purposes. (1952 to date)</p> <p>b. Consists of a 3x5 card index listing all films collected for Graphics Register. Carded information includes the film title, case number, requirement number. Cards are filed by title.</p>	5.4	Temporary. Retain in current files area indefinitely. Destroy when no longer needed for reference purposes.
68	<p>REFERENCE PUBLICATIONS</p> <p>[redacted]</p>	1.4	Temporary. Destroy when obsolete or no longer needed for reference purposes.
69	<p>LIBRARY MATERIAL</p> <p>These are books obtained through the library on an indefinite loan basis. They include dictionaries, and technical books required by the Staff.</p>	3.0	Temporary. Disposal not authorized. Return to CIA Library when no longer needed.
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040002-4</p> <p><b>SECRET</b></p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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		5.3	Temporary. Screen annually and destroy those cards in which area no longer interested.
		.2	Temporary. Destroy when superseded or obsolete.
		.2	Temporary. Destroy when area no longer interested in individual.
		.2	Temporary. Destroy when obsolete or no longer needed.
		.1	Temporary. Destroy when one year old.
77	REFERENCE PUBLICATIONS	29.0	Temporary. Destroy when superseded or obsolete.
	Consist of copies of agency reports and studies, machine listings, handbooks and other material which are used as reference aids or for general information purposes. Included are OCI Handbooks, OCR Reference Aids, Newletters, ORR reports, CIA Regulations, Division Manual, various machine listings FBID publications and others.		

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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78	LIBRARY MATERIAL  These are technical books, directories, atlases, dictionaries and other reference books obtained through the CIA Library on a loan basis.	63.0	Temporary. Return to the Library when no longer needed for reference purposes.
79	REPORT LOG  A record of all reports received or dispatched by each branch is maintained for internal control purposes and as an aid in locating reports.	1.0	Temporary. Destroy after 1 year. Cut off files at the end of each calendar year; retain for one year and destroy.
80	PROCESS SHEETS  Duplicate copies discontinued.		
81			
82	EVALUATION REPORTS  Conducted at random periods - discontinued.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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83	<p>TRAINING MATERIAL</p> <p>Consists of material relating to OO/C Re-fresher course. Included are agendas, attendance lists, reports made to training, copies of critiques, and material used for the course. Filed by subject category.</p> <p>(1956 to Date)</p>	4.0	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area for 3 years and destroy.
84		.3	Temporary. When contract discontinued send material pertinent to source jacket to Index Branch for filing and remainder to Administrative Staff for incorporation in appropriate files.



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SCHEDULE NO. 85, 86, 86.1-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

OO/C Deputy for Support

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

85

1.0

Permanent. Disposal not authorized. Cut off file at end of each year; retain for two years and transfer to the Records Center (except that duplicate and reference material will be screened and destroyed.)

86

REFERENCE PUBLICATIONS

.5

Temporary. Destroy when obsolete or superseded.

86.1

LIBRARY REFERENCE FILE

5.0

Consist of books, Directories, dictionaries, who's who, and technical books obtained thru the library on an indefinite loan basis.

Temporary. Return to CIA Library, when no longer needed for reference purposes.

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SCHEDULE NO. 11-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

00/C Deputy for Support, Support Branch

SECRET

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

87

BRANCH SUBJECT FILE

Consists of correspondence, memos and reports which are duplicated in the Division Subjects Files and maintained for internal operation and administration of the Branch employees. Included are records relating to pay, leave, personnel, training and other related material. Filed by subject title.  
(1959 to date)

.3

Temporary. Destroy after 1 year. Cut off file at end of each year; retain for one year and destroy.

88



1.5

Temporary. Destroy when obsolete or no longer needed (except that specially handled material be incorporated in Division files when files become inactive.)

89

CHRONOLOGICAL FILE (READING)

Consists of extra copies of correspondence and teletypes to and from the Branch and maintained for reference purposes. (1957)

1.0

Temporary. Destroy after 6 months. Maintain chronologically and destroy when 6 months old.

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97		.5	Temporary. Destroy when 4 years old. Cut off files at the end of each fiscal year; retain for one year and transfer to the Records Center.
98	PROPERTY ACCOUNTABILITY RECORDS  Property inventory records for non expendable equipment issued and received. Information includes nomenclature, receipt, location, cost and such other information required for property accounting. (1959 to date)	.1	Temporary. Destroy when new inventory list is received.
99	WORKING FILES  	6.0	Temporary. Destroy when no longer needed for reference purposes.
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104	LIBRARY MATERIAL  These are technical and foreign language books which were obtained on a loan basis from the Library for reference purposes.	16.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
105			
106		.3 d lly	Temporary. Destroy when obsolete or no longer needed for reference purposes.
107		.2	Temporary. Destroy after 1 year. Cut off file at the end of each year; retain for one year and destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
114	<p>WORKING FILES</p> <p>Material maintained by the chief for immediate reference or because of personal interest.</p>	.4	<p>Temporary. Screen periodically and transfer permanent material to the Briefing File in item 108, destroy remaining material when no longer needed.</p>
115	<p>CONTROL LOG</p> <p>Control maintained on reports received and sent by the Staff.</p>	.1	<p>Temporary. Destroy after one year.</p>

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